UNISON data protection guidance – use of email in UNISON branches

Bulk email

All bulk emails to members must be sent via WARMS. This is because:

- WARMS respects email unsubscribes
- WARMS emails to the most up to date email address
- WARMS stops emailing people as soon as membership lapses
- WARMS does not disclose anyone's email address to anyone else

General email

For day to day email use, UNISON does not provide an email system for branches. Branches therefore use a variety of: employer email systems; webmail systems (hotmail / gmail etc); purchased branch email systems.

The branch is best placed to decide which of these is most appropriate in their individual circumstances. Here are the points to consider when deciding.

Employer email systems

Pros	Cons
High levels of technical security – probably higher than you can replicate yourselves	Potential implications for confidentiality
Ability to encrypt	

Webmail systems

Pros	Cons
Ease of access	Potential implications for confidentiality
Free to set up	

Purchased branch email systems

Pros	Cons
If set up correctly, high levels of technical security	Cost to branch
Fewer implications for confidentiality	
Ability to encrypt	

Whatever email system you use, ensure it is as secure as possible by doing the following:

- Have a strong password and update it regularly.
- Lock your screen when away from your desk.
- Always sign out of your email account when finished if you are using a shared device.
- Ensure that no one else has access to your emails.
- If emailing more than one person, use the BCC field rather than the CC field.
- If you are emailing member information from one network to another, send the email encrypted where possible.
- Ensure that any device you use to access email is encrypted.